

**Job Vacancy Announcement**  
**AEA DEPUTY EXECUTIVE DIRECTOR – Accra**

OPEN TO: EFM, AEFM, MOH, or other Americans in country

POSITION: AEA DEPUTY EXECUTIVE DIRECTOR

OPENING DATE: October 1, 2009

CLOSING DATE: Until Filled

WORK HOURS: Part Time; 20 Hours/Week

SALARY: US\$15,000

LENGTH OF HIRE: 1 YEAR CONTRACT

The U.S. AEA Commissary in Accra is seeking an eligible EFM, AEFM, MOH, or other American in country for the position of AEA DEPUTY EXECUTIVE DIRECTOR.

The AEA Deputy Executive Director must work closely with AEA Executive Director to ensure inventory control of Commissary warehouses, freezers, and store front at all times, oversee contracted services related to pool, gymnasium, cafeteria, manage AEA vehicle fleet and personnel, and support AEA Treasurer on enterprise accounting. The AEA Deputy Executive Director substitutes for the AEA Executive Director in the AEA Executive Director's absence and must have the ability to work independently.

**Position Description**

Introduction

The American Embassy Association (AEA), an independent, non-governmental organization, provides services to benefit the American Community associated with the U.S. Government in Accra, Ghana. The services include a Commissary, school bus service, and recreational management. The Commissary includes both a general store and warehousing facility used to receive store shipments of goods imported into Ghana.

Statement of Duties

The AEA Deputy Executive Director (Deputy Director) is a supervisory position. He/she is responsible, with the Executive Director, for the efficient and economic daily operations of the commissary and is responsible for the procurement and the management of functions of the commissary and associated AEA services to include buses, gymnasium, pool, and cafeteria. The Deputy Director is also responsible for the routine duties involved in the warehousing of expendable and nonexpendable merchandising including the safety, security, and cleanliness of

all AEA property. Current warehousing operations involve approximately \$50,000 monthly stock. The Deputy Director must also work closely with the Executive Director to ensure inventory control of warehouses, the freezers, and the store front at all times. The Deputy Director will assume the duties of the Executive Director during any absences.

#### Specific Incumbent Responsibility

The incumbent as part of his/her main duties will assist the Executive Director in:

#### Personnel

- Supervise nine local staff. He/she will also maintain employee files, which may be reviewed by an AEA Board member periodically.
- Prepare work schedules, assigning duties, and assist the Executive Director in interviewing and selecting employees.
- Initiate training in improving store management, elementary and advanced warehousing techniques and procedures (including bookkeeping, recordkeeping, inventory methods, reporting, and generally accepted warehousing practices), and First Aid training.
- Resolve workplace disputes and implement policies concerning employer-employee relations in accordance with established guidelines.

#### Commissary Management

- Manage the commissary facility (general store and warehouse) in a professional and businesslike manner and ensure optimum cleanliness of both the store and warehouse, arranging effective displays, and ensuring proper rotation of stock
- Classify, inventory upon arrival, price and arrange all merchandise sold in the facility and assist Executive Director in requisitions.
- Ensure proper handling and display of bottled goods. Maintain knowledge about kinds of liquor, liqueurs, and wines stocked and their places of origin.
- Oversee the receipt and inspection of all the incoming merchandise and supplies and maintain correct stock levels. Ensure store front is fully stocked and alert Executive Director of low stock and/or fast selling items.
- Establish and maintain a satisfactory inventory control system for store merchandise and records for fixed assets for both store front and warehouse. Monitor the internal control procedures in the store, especially for the control of duty-free goods.
- Manage the storage areas and ensuring that the rotation of stock follows the “first in first out” (FIFO) method. Track expiring inventory and ensure it is removed from the sales floor at the appropriate time.

#### Warehousing Management

- Warehouse all supplies, equipment and merchandise belonging to the AEA and entrusted to the commissary's care, assure that the warehouse and storage areas are neat and clean and passageways are free of debris, and maximum safety and security measures are adopted and maintained.
- Establish procedures for quality, quantity, stock levels, and shortage and damage reports (in accordance with generally accepted warehousing practices) and inform the Executive Director of the condition and availability of all products.
- Ensures special attention is given to the storage of refrigerated and frozen products.
- Ensure that the warehouse buildings are maintained at a steady, moderate temperature with low humidity and inventory is stored above ground on pallets, shelving or other means to maintain cleanliness and an orderly storeroom.

#### Recreational Services

- Ensures gymnasium equipment, pool area, and tennis court receive scheduled service per contract obligations.
- Ensures proper safety information is posted in public areas.
- Ensures AEA owned vehicle fleet receives scheduled maintenance and timely repair.

#### Relationships with Suppliers of Goods and Services

- Maintain relations with local and international product suppliers and service providers.

#### Reporting and Meetings

- Prepare and submit an accurate monthly inventory and other reports as required by the Executive Director and/or AEA Board.
- Attend staff and/or AEA board meetings in Executive Director's absence.
- Prepare annual accounting data to AEA Board for final review by AEA Treasurer.

#### Supervision

The AEA Executive Director is the direct supervisor of the Deputy Director. The AEA Executive Director will review the work of the Deputy Director.

#### Exercise of Judgment

A high degree of independent judgment and self motivation will be required. The incumbent must be able to work independently.

#### Authority to make Commitments/Obligations

The incumbent has no authority to make financial commitments for the AEA or U.S. Commissary without prior approval from the Executive Director or AEA board.

#### Physical Demands

The work may be physically strenuous at times and will involve lifting of goods as products are processed from receipt, warehouse, storage, to commissary shelves.

#### Work Environment

The employee will work at the AEA US Commissary in Accra, Ghana.

#### Minimum Qualifications

- A minimum of a Bachelor's degree from an accredited institution in a field directly related or close in relation to the position;
- Five years of relevant experience in store and warehouse operations including supervising staff;
- Fluency in English, both spoken and written;
- Competency in Excel, Microsoft Word, and accounting programs;
- Knowledge of accounting and inventory procedures.

#### Selection Criteria: Qualification/Experience Required

##### A. Education (25%)

- University Degree in a relevant discipline such as business with course work in accounting required.

##### B. Experience (40%)

- Two to three years of progressively responsible experience is required in store and inventory management including experience with bookkeeping, accounting, and inventory control. Experience in budget preparation and financial reporting required. Previous supervision of staff required.
- Demonstrated ability to establish and maintain cordial relationships with service providers and clients. An ability to maintain professionalism when dealing with an aggravated client or vendor is required.
- Demonstrated ability to communicate clearly and effectively, both orally and in writing, especially related to the generation of financial reports.

- Demonstrated ability to plan and manage in order to guide time sensitive actions and manage the commissary.

C. Skills and Abilities (25%)

- Proven ability to work successfully at multiple levels of problem solving.
- A sound knowledge of accounting, bookkeeping, store management, inventory control, and supervision procedures. Knowledge of the commissary's specific programming policies, regulations, methodologies, and documentation procedures.
- Attention to detail and strong organizational skills.
- Skill in the operation of personal computers including demonstrated ability to use word processing, spreadsheet, and calendar software applications, especially Excel and accounting software.
- The ability to guide employees when their input is needed to accomplish part of assignment.

D. Language Proficiency (10%)

- Fluency in English

E. Past Performance Evaluation

Personal Performance Evaluation: Effective work experience and knowledge of the above skills demonstrated through feedback received from employers and co-workers demonstrating an ability to successfully perform the responsibilities of the position.

F. Medical and Security Clearances

The individual shall be required to obtain a medical and security clearance from the U.S. Embassy. Failure to do so or to qualify will result in an unsuccessful application.

To Apply

Interested applicants for this position must submit the following or the application will not be considered:

1. Full name, contact information (telephone and email);
2. A current resume that provides the same information listed under work experience on the OF-612 form.

Submit application to:

U.S. Commissary  
Through the Mailroom, Chancery

Or via email

[aeacommacra@hotmail.com](mailto:aeacommacra@hotmail.com)

NOTE: Include AEA Deputy Executive Director Position in the subject box.

Definitions:

AEFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Closing Date for this position: Until Filled